

# Potterne Parish Council

To: Members of the Council

You are summoned to attend a **MEETING OF POTTERNE PARISH COUNCIL**  
at Potterne Village Hall on Wednesday, 5<sup>th</sup> November 2025  
at 7.30pm at Potterne Village Hall

Press & Public are invited to attend.

## AGENDA

### 1. Welcome and Apologies

### 2. Declaration of Acceptance of Office – Terry Kennedy

### 3. Declaration of Members' Interests

### 4. Minutes of Meeting held on

To resolve that the minutes of the meeting of the Council held on the 1<sup>st</sup> October 2025 are a true and accurate record.

### 5. Action Tracker Update

### 6. Open Session

There will be an open session for 10 minutes so that the public can place questions to the Council, limited to matters on this Agenda, to be discussed at the next meeting if confirmed in writing.

### 7. Wiltshire Councillor Update – Tamara Reay, Unitary Councillor, Devizes Rural West

### 8. Highways and Footpaths (CF)

a. Devizes Area Board Meeting

### 9. Leisure Facilities, Appearance and Environment (KC/MS/LW)

b. Quote for a 2<sup>nd</sup> bin in Ryeleaze (PAPER 1)

### 10. Neighbourhood Plan

### 11. Community (NP)

### 12. Flooding OFWG (NB/LW)

### 13. Website/Emails (LW/MS)

Quote agreed by RC 14/10/2025 Website Management (PAPER 2)

### 14. Planning/TPOs (RC)

- a. PPF Solar application - contribution to PSAG expenses
- b. 8 Duck St Application
- c. Gypsies and Travellers DPD – Update and Call for Sites

PL/2025/07560 (asked for an extension for comments on 7/11/2025)	The Crofts, 33-35 Whistley Road, SN10 5QY	To replace 2no. doors on the rear elevation with new timber panel/glazed painted doors to match existing in appearance. To replace 5no. plain/lead light windows on the rear elevation with new timber painted windows to match other existing windows at first floor and on front elevation. To replace the existing fireplace in the living room
---	---	--

		with a reclaimed 19th century fireplace, line the existing flue, new clay pot with cowl
--	--	---

**d. Correspondence**

HB – Vegetation from garages behind her property are damaging the fence. KV informed Wiltshire Council/Aster.

**e. Finance (KV)**

a. Agree accounts to be paid and transfer of sufficient funds to agree accounts to be paid and transfer of sufficient funds to pay accounts:

Payable to		Net	VAT	Gross	Authorised on internet banking by:
Andy Huntley	Material charges for work carried out at Blounts Court Playground and for the numbering of the Salt Bins	93.61		93.61	NP/KV
AVG Tune Up	PC Protection (expense to KV)	58.32	11.67	69.99	NP/KV
Wiltshire Council	Election Costs (May 2025)	470.00		470.00	NP/KV
Village Hall	Hire 1/10/2025	18.00		18.00	NP/KV
Arbtech Consulting Ltd	Tree Surveys – Brownleaze Cemetery and Blounts Court Playground	1778.00	355.60	2133.60	NP/KV
Elan City	Year 1 of 3 Year Warranty for SID(1) – North Side (Blackberry Lane)	82.87	16.57	99.44	NP/KV
Croft Castings Limited	Manufacture of 7 Street Signs	1788.00	357.60	2145.60	NP/KV
Dweller Hill Software	Potterne Parish Council Website Management and Support	529.00		529.00	NP/KV
		4817.80	741.44	5559.24	
Date: 06.11.2025	5000.00	Amount:			

**f. Burial Fees Received**

g. **Date of Next Meeting:** Wednesday, 3<sup>rd</sup> December 2025, 7.30-9.00pm, Village Hall, Potterne.

**h. Close Meeting**